

**Re: Property:**  
**Buyer:**  
**Seller:**

We are pleased to inform you that McLain & Merritt, P.C. has been chosen as the closing law firm for your upcoming purchase.

We look forward to assisting with a smooth and efficient closing process.

The attached Buyer Information Sheet can be completed in Microsoft Word or it can be printed and filled out by hand. Please complete the Buyer Information Sheet and return it to our pre-closing department by e-mail or fax.

**Michelle Vail**  
[mvail@mmatlaw.com](mailto:mvail@mmatlaw.com)  
**404-364-3134 (fax)**  
**404-365-4574 (phone)**

Please keep us informed should any information provided on the Buyer Information Sheet change.

A copy of our Funds to Close Policy and Wiring Instructions are included in this packet. Do not hesitate to contact us with any questions or concerns. Thank you for trusting McLain & Merritt, P.C. with your closing.

Sincerely,

McLain & Merritt, P.C. Pre-Closing

**McLAIN | MERRITT**  
ATTORNEYS  
**BUYER INFORMATION SHEET**

**Buyer:**

**Property:**

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**BUYER INFORMATION**

**Buyer #1 Name**

**Preferred Phone**

**Preferred Email**

**SSN**

**Buyer #2 Name**

**Preferred Phone**

**Preferred Email**

**SSN**

**Will this be buyer's primary residence? Yes  No**

**If "No," will this be: Second Home  Investment Property**

**If this property is to be a Second Home or Investment Property, provide Buyer's mailing address:**

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**SPECIAL REQUIREMENTS FOR CLOSING**

**Will all buyers be attending closing? Yes  No**

**Power of Attorney:** *If "No," McLain & Merritt, P.C. will charge \$75, plus recording fees, to draft a Power of Attorney for the buyer not attending closing to appoint an attorney-in-fact.*

**Name of Buyer(s) Not Attending Closing**

**County and State of Residence**

**Name of Attorney-in-Fact**

**County and State of Residence**

**Will a spouse who is not on the loan be added to title? Yes  No**

**If "Yes," provide the name of the spouse to be added to title**

*Provide a copy of the spouse's photo ID and return with completed Buyer Information Sheet. McLain & Merritt, P.C. will charge \$150, plus recording fees, to draft another deed adding your spouse to title.*

McLAIN | MERRITT  
ATTORNEYS  
**BUYER INFORMATION SHEET**

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**Property:**

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**SURVEY**

**Would you like to order a survey of the property? Yes  No**

**If “Yes,” we will contact you to receive your payment information. Surveys are not mandatory in the state of Georgia. The average survey cost is \$450, but can vary depending on acreage.**

**HOMEOWNERS ASSOCIATION INFORMATION**

*Management companies often require that HOA closing letters are pre-paid before they can be processed. If McLain & Merritt, P.C. contacts you to pre-pay an HOA closing letter, please respond promptly. Failure to do so can delay closing.*



## **FUNDS TO CLOSE POLICY**

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We accept personal checks up to \$5,000. Funds in excess of \$5,000 must be wired or the closing will be delayed. (O.C.G.A. §44-14-13).

Out-of-state purchasers must wire their funds to close even if their bank has a local/affiliate branch in Georgia.

We do not accept other closing law firm checks. Therefore, in instances when there is a preceding sale where our purchasers are receiving proceeds from the sale of their home to be used as down payment funds at the current closing, they will need to make arrangements for a wire to be sent from that closing agent to McLain & Merritt, P.C.

**PURCHASERS PURCHASING WITH ALL CASH ARE REQUIRED TO WIRE THEIR FUNDS TO CLOSE.**